

GUIDELINES

PROJECT IDENTIFICATION FORM (PIF)

KYTC DIVISION OF PLANNING

June 10, 2008

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INTRODUCTION

The Unscheduled Projects List (UPL) is a database containing all identified project needs (or phases) which have not yet been programmed through the Six-Year Highway Plan. This project list is not intended to be an all-inclusive database including all transportation projects, but only those projects which compete for the same funding sources and do not have a separate prioritization process for project selection. Projects in the UPL database “may” be funded through the Six-Year Plan process by federal funds (NHS, STP, etc) and/or State Road Funds. The UPL does not include project needs which are funded through State General Funds, since these projects would not be competing with other potential Road Fund projects for like funds. Examples of project types which are not included on the UPL include:

- Bridge Reconstruction and Rehabilitation Program (separate prioritization process)
- Public Transportation Projects (General Funds/separate prioritization)
- Aviation Improvements (General and/or Agency Funds/separate prioritization)
- Riverport Projects (General Funds)
- Rail Projects (General Funds)

The UPL and the Project Identification Form are also designed to include similar and comparable data on each project. This facilitates the comparison of projects based on like data, evaluation and scoring processes.

A Project Identification Form (PIF) is prepared for every unscheduled project which would be included on the Unscheduled Projects List (UPL) and/or the KYTC Six-Year Highway Plan. A PIF may be requested for a Six-Year Plan Project or a special study being conducted by the KYTC. The PIF is intended to be a summary document which includes, all in one place, the following information and it may be utilized throughout the life of a project:

- Project Identification Numbers
- Project Location
- Project Origination
- Description of the problem that needs to be addressed
- Project Data
- Verification of addressing the federal planning factors
- Cost Estimate
- Map and photographs

A PIF may be used by numerous agencies for various purposes including but not limited to the following:

- Local, Regional/MPO and or Highway District for addressing needs/priority setting
- KYTC agencies for project information, limited scoping data, programming and/or planning purposes
- Legislators for the identification of needs

- Coordination and identification of transportation needs between the modes
- Providing updated cost estimates throughout the life of a project/need and the basis for development of cost estimates

GENERAL PIF GUIDELINES

A PIF may be prepared by:

- Area Development District
- Metropolitan Planning Organization
- Highway District Office
- KYTC Central Office

Regardless of the point of origination, a PIF should be reviewed and approved by the ADD or MPO, the Highway District Office, the Transportation Committee and finally by KYTC Central Office.

PIF File Name Procedures

- Existing UPL Projects - File names for existing UPL projects is comprised of the control number identified in the UPL database. A “ ^ “ is substituted for the period in the project number so that virus scan software is not triggered.

Example: Control Number = 12 098 B0460 47.10

PIF File Name = 12 098 B0460 47^10.doc

Where:

12 District Number
 098 County Number
 B Route Type
 0460 Route Number (4 digits)
 Route Suffix (This route does not have a suffix) – such as N or W
 47^10 Project Number
 .doc File Extension

- **New UPL Projects** - File names for new UPL projects will be comprised of the District Number, County Number, Route Type, Four-Digit Route Number, and Route Suffix if applicable. Prior to sending in the New PIF, contact Central Office with the route, milepoint's, and project description. **The Project Number will be assigned according to this information and added to the file name prior to submission to Central Office. This will eliminate confusion over multiple projects on one route, and the need to rename files at a later date.**

- Attachments to the PIFs - Any attachments (i.e., pictures, cost estimates, maps, etc.) should be submitted using the same file name with the appropriate filename extension. For example, a cost estimate created in a spreadsheet would be named:

12 098 B0460 47^10.xls

Pictures and a map could be included in one file in Adobe Reader format and named:

12 098 B0460 47^10.pdf

Every effort should be made to combine all attachments (if possible) into one PDF file.

PIF Submittal Procedures

- A PIF completed by the ADD or the MPOMPO should ALWAYS be forwarded electronically to the appropriate Highway District Office, with a copy (or email indicating submittal) to the KYTC Division of Planning (copy Charlie Spalding).
 - Email is the preferred method when sending only one or two projects at a time, but files may be submitted on disk or CD if too large to submit by email. If several projects are being sent at the same time with attachments, please send all files on a CD.
 - Please make sure that the files are not “read only” so that project numbers and other edits can be made easily.
 - Please note the following in the subject line of your email transmittal:
 - Priority or NEW, as applicable
 - County Name of the project(s)
 - File Name for the project if only one, if several projects are included – then list the county names and the “priority/or new”
- The Highway District Office should:
 - Review of all PIF Data for accuracy and completeness
 - Provide additional data or complete sections as may be required, noting the following sections in particular :
 - Section I - Total Cost Estimate and by phase, Possible Funding Sources, and Existing Project Studies
 - Section II – Current ADT , projected ADT, noting the percentage growth and year
 - Particular attention should be given to reviewing the Problem Statement and the Project Description. If the termini are not included in the project description, it must be added. You should be able to

read this statement as a “stand alone” statement and be able to ascertain the nature and location of the project.

- Section IV - Miscellaneous Roadway Conditions, Right of Way and Utilities sections
 - Section V – Cost Estimate – District Office is totally responsible for completion of this section, including but not limited to the listing of “Estimate Assumptions.” Please be careful to put revised information in the correct columns and include any/all assumptions. The most recent cost estimates from this section should also be reflected in the Cost Estimate segments in Section I. Please remember to date the submittal and include the name of the individual making the revisions.
- Forward the completed PIF electronically to the KYTC Division of Planning (to Charlie Spalding) and the appropriate ADD/MPO Transportation Planner. Please follow the submittal guidelines shown above.
- Following review of the PIF and the inclusion of a new project in the UPL – the Division of Planning will notify both the ADD/MPO and the Highway District Office that the new project has been added to UPL
 - If the submitted PIF is a revision only, the Division of Planning will update the UPL data as needed and maintain/update PIF files electronically by Highway District.

Submission of NEW Project PIFS

New Project PIFS may and should be submitted on a continual basis and at any time – except just prior to and during the prioritization process every two years. All ADDS, MPOs and Highway Districts will be notified of a designated period of time every two years when the UPL database will be “frozen.” During this time, no projects may be added, segmented, deleted or revised in any way. This period of time will generally begin approximately 2-4 weeks prior to beginning the prioritization and ranking by the ADDs, MPOs and Highway Districts and end following the conclusion of this process.

Please note that all NEW Project PIFS should be reviewed, enhanced (if necessary) and approved by the ADD/MPO Committee before final submission to Central Office

The UPL database will be “frozen” during the prioritization/ranking process to allow all agencies to view, prioritize and rank the same projects, data and cost estimates.

Following the close of the prioritization/ranking process, all agencies may resume the submittal of new/revised PIFS. However any information/projects submitted to KYTC following a prioritization cycle will not be considered or included in recommendations for the upcoming Six-Year Highway Plan, but will be considered during the next biennial prioritization cycle.

Revision/Update Cycle for PIFs

PIFS should be reviewed and updated as necessary every two years prior to the Prioritization and Ranking Process of all UPL Projects. KYTC will provide review periods and due dates through the Work Program for both the ADDs and the MPOs.

During each review, any fields may be updated as required. However specific attention should be given to the following fields and information should be updated if new data is available:

- Cost Estimates
- Adequacy Ratings
- Current ADT

If there are no significant changes in the data for an existing project, a revised form does not have to be submitted. However, the ADD/MPO file copy should be noted with a date that the project form was reviewed, to note that the project information been reviewed, although no information was actually revised.

Data Sources Required for PIF Completion

- Current UPL with most recent Priority Cycle information (maintained by KYTC Planning on the Division of Planning FTP site)
- Current Six-Year Highway Plan – projects should always be cross-checked with the current 6YP and the current UPL on the Planning FTP site for any new or revised 6YP projects and the coordination of mile point information
- Current PIF Forms for existing UPL projects (ADD or MPO files)
- List of County Numbers
- List of Highway District Numbers and counties in each Highway District
- Highway Information System (HIS)
- Adequacy Ratings File (provided by KYTC Planning by email)
- Route Log (KYTC Website), if new project – Go to HIS site or http://transportation.ky.gov/planning/data_reports.asp
- Regional or MPO Goals and Objectives (ADD or MPO files)
- Air Quality Attainment Data - http://transportation.ky.gov/planning/air_quality_files/AQ%20Designated%20Areas.xls
- Site visit

PROJECT IDENTIFICATION FORM (SAMPLE FORMS)

Two PIFs have been included in the ADDENDUM. The first form is simply a blank PIF for your reference. The second form is a “sample PIF” which includes data and some explanations of that data. It is hoped that this form with comments will help explain the location and type of information included on this form. Thank you to Deanna Harris, Highway District 9 for developing and providing this “sample PIF” for us.

SECTION BY SECTION INSTRUCTIONS

Cycle/Priority (upper right hand corner of PIF)

Cycle Year – Historical data from the most recent prioritization cycle (always an odd year prior to the even years when the Six-Year Highway Plan is enacted by the KY Legislature)

Priority – High (HI), Medium(M) or Low (L) priority as given by:

L – Local Officials

R – ADD or MPO Transportation Committee

D – Highway District Office

Tier (if applicable) – Cost tiers were used during the 2005 Prioritization, but not in the 2007 Prioritization Process. Enter the cost “tier” number. A “cost” tier is assigned for every UPL project as follows:

- Tier 1 – Total project cost of equal to or less than \$1.5 Million
- Tier 2 – Total project cost of greater than \$1.5 Million and equal to or less than \$10 Million
- Tier 3 – Total project cost of greater than \$10 Million
- Please note – the tier can possible change from one prioritization cycle to the next if the cost estimate changes sufficiently to move a project into the next tier. So you should not ‘assume’ that the tier will stay the same from one cycle to the next, but check the the information obtained from the most recent prioritization data from the UPL spreadsheet.

Tier Rank (if applicable)– During the prioritization cycle, after all projects are sorted by costs tier, the top ten projects in each tier are ranked in order of importance to the region (ADD or MPO Transportation Committee) and also to the Highway District.

- For the Region (ADD or MPO) the rank in the specific tier group should be listed (1 through 10)
- For the Highway District, the rank in the specific tier group should be listed (1 through 10)

- If the project was not ranked (not in the top ten of a tier group), a na should be noted for the Region and or the District
- Please note – if a project is shown with a top ten overall rank (field below), then it should also have a tier rank noted

Overall Top Ten – During the prioritization cycle, a list of the top ten projects for the entire Region (ADD or MPO) and for the Highway District are made in order of importance, regardless of the cost of the project. The appropriate rank (1 through 10) of the project on the top ten list should be noted here. If the project was not ranked, enter na.

Section I – General Information

- Requested by: Enter the name of the person, their title and the organization they represent, who requested this project or originated the project. For example a project may be requested by :

John Doe, Mayor , City of Miami

If the project is a result of a data-indicated need researched by the Transportation Planner or the Transportation Committee, please enter the name of the Transportation Committee and/or Highway District. If unknown, leave blank. The date of origination should also be entered.

- Form Completed by: Enter the name of person completing the form and title/organization and date form is completed the first time
- Revisions: Enter the name of the person revising the form and the date of the review/revision
- UPL Control #: Unscheduled Project List Control Number. This number will be found on the UPL list provided by Central Office. If a new project, submit information to Central Office so that a number may be provided prior to submission. However please note that a “.” Or dot should be used in this sequence in place of the “^” that is indicated in the file name.
- Co. # - Enter the number for the county of the project. If a project extends through more than one county, enter the number for the primary county for the project. The primary county is generally the county through which most of the project extends.

- Parent Control #: Parent control number will generally be assigned through Central Office.
- RSE Unique Number: This identifying number is required for most GIS mapping purposes. The number consist of:
 - County Number 053 (must be 3 digits)
 - Route Prefix KY
 - Suffix, if needed 2

053 KY-307-2

NOTE: Please make every attempt to assign this number to your projects. This Allows us to derive data quickly and easily as well as allows for mapping the project area. For New Routes, Bypasses etc., make a concerted effort to provide RSE_UNIQUE for the route it intends to bypass or mitigate. This will be done by Central Office based on the PIF information at a later date and may or may not address the areas intended.

- District, County, Route, ADD, MPO and SUA – Enter the appropriate names, for example:

District: 5 (drop down menu)

County: Franklin (If more than one county, list the primary county first, ie. Franklin/Shelby) All location information should be based on the primary county for a project

Route: US 60

ADD: BGADD (drop down menu)

MPO: NA (drop down menu)

SUA: List the small urban area, i.e. Frankfort (Small Urban Area which is a city with a population of 5,000 or more but not an MPO area.) Note: If the project has an “Urban” functional classification, an urban area should be named in this field.

- Mode – Drop-down menu to select the transportation mode of the project, i.e. highway, bikeway, pedway etc.
- Type – Drop-down menu to select the major types of projects
- State System and Functional Class: Drop-down menus for the system for this particular roadway. Both state system and functional class can be found through the HIS system for this route.

Functional classes:

- 1 Rural Interstate
- 2 Rural Other Principal Arterial
- 6 Rural Minor Arterial
- 7 Rural Major Collector
- 8 Rural Minor Collector
- 9 Rural Local
- 11 Urban Interstate
- 12 Urban Interstate Other Freeway or Expressway
- 14 Urban Other Principal Arterial
- 16 Urban Minor Arterial
- 17 Urban Collector
- 19 Urban Local

- Project Length – Total length of the project. Please make sure that the project length shown here is consistent with the project length shown in Section II
- Total Cost Estimate - \$ enter the total cost of project in thousands (1,000's). The individual phase cost should be entered below for Planning, Design, Right of Way, Utilities, Construction. The costs entered here should also be consistent with the most recently revised costs estimates shown in Section V.
- Possible Funding Sources – Check all boxes of possible funding sources that “could” apply to this project. If the ADD or MPO is unsure as to what types of funds could be used for this project, leave blank and this section can be completed by the Highway District.
IM – Federal Interstate Maintenance
NH – Federal National Highway System
HES – Safety/Hazard Elimination System
BR – Federal Bridge Replacement
STP – Federal Statewide Transportation Program
SP – State Construction
TE – Federal Transportation Enhancement Program
CMAQ – Federal Congestion Mitigation Air Quality
Other - please indicate if you are aware of other applicable funding sources for this project
- Highway Networks – Check all types of networks that apply to this project. Systems information can be found through HIS and also from the specific network or system listings for each type of network found on the KYTC/Planning Web Page:

Non NHS or NHS (National Highway System)

NN – National Truck Network

Scenic Byway

Coal Haul - those routes over which coal was reported transported by truck during the previous calendar year. This database is updated in July of each year

Bikeway

FH – Forest Highways

Defense - This Network contains the routes and bridges to be used for defense material shipments, troop movements during a national defense emergency, and/or for evacuation of the general public from disaster areas. Information is available in HIS.

Strahnet - Strategic Highway Network; a designated system of public highways that provides access, continuity, and emergency transportation of personnel and equipment in times of peace and war.

Ext Wt – Extended Weight – a designated highway network over which certain vehicular weight limits are relaxed for coal haul vehicles

ADHS (no of corridor) - Appalachian Development Highway System

- Existing Project Studies (Year) – Enter the names of any previous studies completed which included this project or some aspect of this project. Also show the year that the study was completed. For existing projects, this information may be found (if applicable) on the UPL. If unknown, leave blank. Highway District Office should note any studies here of which the ADD/ MPO may not be aware.

Section II – Problem Statement

- Route Number and Milepoints – The beginning and ending milepoints will be found on the UPL listing for existing projects. For a new project, the milepoints must be determined using the Highway Route Log and/or perhaps other existing projects if you are adding segments or segmenting existing projects. If segmenting an existing project or developing a new project, please try to use “logical termini” for the project. Please check to make sure that the total length of project is consistent with the total project length in Section I. Check your math please.
- Primary Purpose – Drop-down menu of major project purposes. These major categories may be defined as follows:
 - Maintain Existing System – replacement of existing lane width and or shoulders
 - Improve Existing System (Minor)- adding turning lanes, signals, traffic lights
 - Upgrade Existing System (Major) – major improvements to existing roadway, i.e. widening lanes/shoulders, some minor realignment, expanding 2 lanes to 4 lanes.
 - New System Mileage – major realignment or total new route mileage

- Adequacy Rating Data – This data can be obtained from the Adequacy Rating Spreadsheets provided from Central Office annually.
 - The AR data will be updated each June and will be forwarded to the ADDs, MPOs and Highway Districts as soon as possible by the Division of Planning. The report year should be noted in parenthesis, i.e. June (07)
 - AR data can also be found through the HIS system under the name “RA Ratings”, as well in the form of a shapefile provided by Central Office placed on the ftp site.
 - The overall Adequacy Rating is based on a scale of 1 – 100, 100 being the best condition for a roadway.
 - If the Adequacy Rating varies over the length of the project, you should use good judgment in how you can best reflect the problems for this project. You can note the lowest rating of the segment in this section, if the majority of the project has the lower AR. If the AR varies greatly, perhaps using an “average” AR would best describe the project. However, whenever the AR varies a great deal, you should note the range of Adequacy Ratings in the Narrative Problem Statement, noting where the lowest ratings occur. For example: AR ranges from 55 to 75 for this project, with the best condition occurring along MP 10.000 and the lowest AR of 55 occurring at the intersection of xyz route and abc route. Or you may need to note that the lowest AR occurs along specific termini or mile points where numerous access points exists, at mp 5.000.
 - The individuals components (CRF, IRI and V/SF) of the AR should be addressed in the same way as described above.
 - CRF – Critical Rate Factor is the ratio of a crash rate for a roadway segment divided by the critical crash rate for that roadway. The critical rates are determined annually by the Kentucky Transportation Center. The lower the number is, the better the safety factor is for that roadway. Any number greater than 1.0 indicates there may be a crash problem.
 - IRI – Indicates the smoothness of the pavement or roadway. Numbers less than 100 generally indicate smooth pavements; numbers between 100 – 150 indicate somewhat rough pavements and numbers greater than 150 is considered very rough pavement
 - V/SF – Indicates the level of congestion of the roadway. A ratio higher than 0.6 indicates traffic volumes are approaching congested

conditions. Generally a ratio of 0.8 or above indicates very congested conditions.

- Current ADT – Average Daily Traffic (include the year of the count in parenthesis). This information may be found through HIS. Go to Traffic Counts, enter county name and route and look for appropriate mile points for project segment. The year of the traffic counts will be shown in the table.
- Percent Trucks – Can be found through HIS for most projects as shown above. After going into the “traffic counts”, entering your route information and look for the appropriate milepoints in the table. For the appropriate segment, click on the county name. The next screen will show a table and the two lines in the bottom of the table will be labeled “Percent Single Unit Truck” and “Percent Combination Traffic”. Add these two percents together to obtain the percent trucks. The percent of trucks will not be available for all roadway segments.
- Projected ADT (HDO) – the projected traffic will generally be projected for a 20 year growth period and will normally be calculated by the Highway District, using the percentage growth from the traffic forecasting report.. However if the MPO or ADD prefers to do so, the percentage growth can be calculated using growth rate of 1.02% to the 20th power.
- PROBLEM STATEMENT:
This section should be used to state the specific problems of this roadway segment in a clear and precise narrative, supplemented by pertinent data. Basically this is the place to state why a project is needed. This should not be solution-oriented or assume a solution to the problem in any way.
 - The beginning and ending termini of the project should be stated, as well as the use of the roadway. For example:
“This segment of KY 1665 from US 60 to South Benson Road is a rural two lane roadway with little or no shoulders and poor site distance in several locations, which provides access to several subdivisions as well as numerous residential properties located very near the existing alignment. School buses and large farm trailers/equipment experience problems on this roadway which is deficient both horizontally and vertically.”
 - The data which best supports the problem should be included or reiterated here for emphasis. For example if congestion is the major issue, then the traffic counts and V/SF should be included, noting how this segment compares with other roadways in this class of roadway (taken from the detailed Adequacy Rating spreadsheets). The number of lanes and perhaps the frequency of access points, businesses or access to major traffic generators should be noted. Types of traffic may also be

significant, as in high truck percentages or peak traffic patterns. The CRF may also be a strong indicator of the congestion and problems which exists.

- Any information which may help to explain the issues involved should be included here, especially if there are situations contributing to the problem but perhaps not readily indicated by the data. For example, a school or business cluster may be located along this roadway. This segment may intersect with a major access route to an industrial park. A new school may be constructed but not yet effect the data along a roadway. However potential safety problems may exist due to narrow lanes, poor site distance and poor geometric indicators.
- If there is a significant range in the values of the data, the location and values of the worst segments should be noted in this section, particularly if these values are indicators of the problem. If reasons for the problem areas are known, please provide an explanation.
- If you or someone else reads the problem statement section and cannot ascertain clearly what the problem is, then you have not provided an adequate explanation or sufficient data to support the need.

Purpose and Need : How do we describe and define the problem?

- facility functional classification
- general land use characteristics
- type of travel and areas served
- cross-section
- design speed
- posted speed
- access control
- intersections and signalization
- sidewalks or bicycle facilities
- design features
- operational characteristics
- design deficiency
 - substandard cross-section
 - substandard horizontal alignment
 - substandard vertical alignment
- safety
 - crash data
 - crash rates
 - crash frequency
 - crash type
 - crash conditions
 - crash severity
 - crash cause
 - increase or decrease over time in rate of crashes in comparison to average rates
 - safety hazards
 - substandard design
 - geometric deficiencies
- average daily traffic
- peak hour characteristics
- truck percentages
- existing capacity
- volume to capacity ratios
- level of service
- traffic volumes
- types of trips
- desires origin and destination
- vehicle miles traveled
- vehicle operating costs
- trip times
- existing and future conditions
 - average daily traffic
 - peak flow
 - percent trucks

Section III – Project Description

- Project Description Narrative - This statement should be written as an open ended “re-statement” of the solution to the identified problems, allowing, but not assuming, several alternatives to solve the problem. Several “sample” phrases which could be used are listed below:
 - Improve safety and reduce congestion by....
 - Improve operation efficiency through correction of
 - Improve safety through elimination of site distance issues...
- Project Description Narrative Statement should include:
 - Beginning and Ending Termini
 - Beginning and ending milepoints (in parentheses)
 - Route Number
 - Example: Improve safety and reduce congestion on U.S. 60 in Smalltown from Union Station Road (MP20.123) to Walnut Road (MP 23.501) near Walmart entrance through traffic management, restricted access, and/or enhanced capacity.
- Regional Goals/Objectives Addressed - The specific Regional (ADD or MPO) goal that is addressed by this particular project should be stated here. All projects identified should address the transportation goals of the region.

Section IV – Project Area Information

- Miscellaneous Roadway Conditions – all fields can be obtained through the HIS. However, the Six-Year Highway Plan should be reviewed so that any other projects in this area can be noted in this section.
- Right of Way – Information may be obtained from HIS or existing highway plans, please note the source of data. This section should be completed in consultation with or by the Highway District Office. The current primary use should be obtained by a site visit, as well as other items in this section
- Utilities – Information may be obtained through a site visit or in consultation with the Highway District Office for some items.
- Environmental Impacts – Check all items in this section which may apply to this project. Most information must be obtained through a site visit or through various GIS mapping sources

- Air Quality – Check Air Quality Attainment maps and listings through the KYTC Division of Planning Website.
- Economic Impacts – Information will be obtained via knowledge of existing P& Z, site visit, and knowledge of area. Committee members may help complete this section.
- Multimodal Opportunities – This section will be based on knowledge of the area, the project and needs.
- Social Impacts – Check any/all items which may apply based on knowledge of the area. Provide impact descriptions if required.

Section V – Cost Estimate Information

This section must only be completed by the Highway District Office.

- Cost by phase to be completed in “real numbers” – not in thousands as in Section 1. Please make sure that current cost figures are consistent with costs indicated in Section 1.
- Estimate Procedure Used – Highway District should state assumptions used to prepare the estimates including but not limited to:
 - Per mile estimates used
 - Type of terrain
 - Assumptions used for estimate, i.e. add turning lane, or increase shoulder width and add lighting at intersection
 - Any detailed information may be attached to fully explain the basis for the estimate and any calculations and details used to prepare the estimate. Attachment files should follow the instructions for naming files included in these guidelines
- Estimate Class - This refers to the type of estimate provided by the Highway District Office, as defined in the KYTC’s Construction Manual for construction cost estimates. Those classes are as follows:
 - Class A – Plan quantities or quantities for resurfacing, initial treatment and force account
 - Class B – Based on joint inspection plans
 - Class C – Based on preliminary line plans
 - Class D – Based on limited studies of quad sheets, aerial photographs, etc. or limited studies for projects without plans such as initial treatment, force account and resurfacing
 - Class E – Requires further study

Section VI – Attachments

Please check boxes for all attachments

- Location Maps should be prepared for all PIFS. Please note the guidelines for naming all attachments. Aerial photos may be included as supplemental information for the location maps. Aerial photos, however, do not substitute for the requirement for the “on site” photographs.
- Photographs should be included for all PIFS. Photos do not have to document the entire project length, but should be taken at locations where the most critical problems have been identified on the project. Note the guidelines for naming attachments
- Maps and Photographs should be combined into one pdf file attachment, where possible.

NOTE: Photographs are not required for the following types of projects: Bypasses, extensions, and completely new routes, ie. Route Type of C. Other exceptions may be granted on a case by case pre-approved basis, such as Rest Areas etc.

ADDENDUM

Sample Project Identification Forms

The Word Version of the PIF can be found on the Division of Planning’s Regional Transportation Planning Webpage

[Division of Planning](http://www.planning.kytc.ky.gov/regionalplanning.asp)

<http://www.planning.kytc.ky.gov/regionalplanning.asp>

KYTC Project Identification Form

Cycle Year: _____
 Priority: L: _____ R: _____ D: _____
 Tier: _____
 Tier Rank: _____ R: _____ D: _____
 Overall Top Ten: _____ R: _____ D: _____

Section I – General Information

Requested by: Title/Organization: _____ Date: _____
Form Completed by: Title/Organization: _____ Date: _____
Revision 1 by: Title/Organization: _____ Date: _____
Revision 2 by: Title/Organization: _____ Date: _____

UPL Control #: _____ Parent Control #: _____ RSE Unique Number: _____	Co. #: _____
District: _____ ADD: _____	County: _____ MPO: _____
Mode: _____ Type: _____	Route: _____ SUA: _____
Project Length: _____ (P: _____ D: _____ R: _____ U: _____ C: _____)	Total Cost Estimate: \$ _____
Possible Funding Sources (Check all that apply): <input type="checkbox"/> IM <input type="checkbox"/> NH <input type="checkbox"/> HES <input type="checkbox"/> BR <input type="checkbox"/> STP <input type="checkbox"/> SP <input type="checkbox"/> TE <input type="checkbox"/> CMAQ <input type="checkbox"/> PLH <input type="checkbox"/> Other: _____	
Highway Networks (Check all that apply): <input type="checkbox"/> NN <input type="checkbox"/> Scenic Byway <input type="checkbox"/> Coal Haul <input type="checkbox"/> Bike <input type="checkbox"/> Forest <input type="checkbox"/> Defense <input type="checkbox"/> Strahnet <input type="checkbox"/> Ext. Wt. <input type="checkbox"/> ADHS ()	
Existing Project Studies (Year):	

Section II – Problem Statement

Route Number: _____ Beginning MP: _____ Ending MP: _____ Total Length: _____ Primary Purpose: _____	<table border="1"> <thead> <tr> <th>(Use Report Year)</th> <th>Original</th> <th>Rev. 1</th> <th>Rev. 2</th> </tr> </thead> <tbody> <tr> <td>Adequacy Rating:</td> <td>: ()</td> <td>: ()</td> <td>: ()</td> </tr> <tr> <td>• CRF: (Year)</td> <td>: ()</td> <td>: ()</td> <td>: ()</td> </tr> <tr> <td>• IRI: (Year)</td> <td>: ()</td> <td>: ()</td> <td>: ()</td> </tr> <tr> <td>• V/SF: (Year)</td> <td>: ()</td> <td>: ()</td> <td>: ()</td> </tr> <tr> <td>Current ADT: (Year):</td> <td>: ()</td> <td>: ()</td> <td>: ()</td> </tr> <tr> <td>Percent Trucks: (Year):</td> <td>: ()</td> <td>: ()</td> <td>: ()</td> </tr> <tr> <td>Projected ADT (HDO): Year:</td> <td>% Growth:</td> <td>ADT:</td> <td></td> </tr> </tbody> </table>	(Use Report Year)	Original	Rev. 1	Rev. 2	Adequacy Rating:	: ()	: ()	: ()	• CRF: (Year)	: ()	: ()	: ()	• IRI: (Year)	: ()	: ()	: ()	• V/SF: (Year)	: ()	: ()	: ()	Current ADT: (Year):	: ()	: ()	: ()	Percent Trucks: (Year):	: ()	: ()	: ()	Projected ADT (HDO): Year:	% Growth:	ADT:	
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Percent Trucks: (Year):	: ()	: ()	: ()																														
Projected ADT (HDO): Year:	% Growth:	ADT:																															

Please provide a clear problem statement for this project:

Section III – Project Description

Project Description Narrative:

Regional Goals/Objectives Addressed:

L=Local Officials; R=Regional ADD; D=Hwy District Nine

PIF Revised: Aug. 2004

KYTC Project Identification Form

Cycle Year: **2005**

Priority: L: **Hi** R: **Hi** D: **Hi**

Tier: **2**

Tier Rank: R: **8** D: **4**

Overall Top Ten: R: **na** D: **na**

Section I – General Information

Requested by:
Title/Organization:
Date:

Form Completed by: Adam Montgomery
Title/Organization: Gateway ADD

Project Phase Costs: P=Planning; D=Design;
R=R/W; U=Utilities; C=Construction. The Costs
are listed in 1000's. Ex. 100 = \$100,000.

Title/Organization: KYTC
Date: 10-31-2005

Revision 2 by:
Title/Organization:
Date:

Route Number and Project Limits
MP = Milepoint

UPL Control #: 09 006 D0111 2.00 **Co. #:** 006

Parent Control #:

RSE Unique Number: 000

Unfunded Project List Control Number
District (09); County No. (006); Route (D0111); Ext(2.00)

District: **9**
ADD: **GWADD**

County: Bath
MPO: **n/a**

Route: **KY-111**
SUA: _____

Mode: **Highway**
Type: **Reconstruction**

State System: **State Secondary**
Funct'l Class: **Rural Mjr Coll**

Project Length: 1.909 **Total Cost Estimate:** \$ 10300 (1000's)
(P:100 D:600 R:2500 U:1100 C:6000)

Possible Funding Sources (Check all that apply):

☐IM ☐NH ☐HES ☐BR ☒STP ☒SP ☐TE ☐CMAQ
☐PLH ☐Other: _____

Highway Networks (Check all that apply):

☐NN ☐Scenic Byway ☐Coal Haul ☒Non NHS ☐NHS
☐Defense ☐Strahnet ☐Ext. Wt. ☐Bike ☐Forest
☐ADHS ()

Existing Project Studies (Year): none except 2002 D9 programming study

Section II – Problem Statement

Route Number: **KY-111**
Beginning MP: **0.0**
Ending MP: **1.909**
Total Length: **1.909**

Primary Purpose: **Upgrade Existing System(Major)**

(Use Report Year)	Original	Rev. 1	Rev. 2
AdequacyRating:	79.80: (03)	77.00: (04)	: ()
• CRF: (Year)	.68: (03)	0.66: (04)	: ()
• IRI: (Year)	138: (03)	149: (04)	: ()
• V/SF: (Year)	.09: (03)	0.10: (04)	: ()
Current ADT: (Year):	1240: (04)	1240: (04)	: ()
Percent Trucks: (Year):	6.4: (04)	6.4: (04)	: ()
Projected ADT (HDO): Year:			ADT:

Please provide a clear problem statement for this project:

This segment of KY 111 beginning at the Jct of US 60 in Owingsville is a rural roadway with no usable shoulders. KY 111 intersects US 60 at an acute angle and is populated with residential houses very near the existing alignment. A very rough roadway with a CRF of 1.0 and extends to MP 1.5. There is a very steep cut slope located on the left side of the roadway bordered by GR on the right. Large trucks (semi and farm) have difficulty traveling on this roadway. The roadway geometry is deficient both horizontally and vertically throughout. The shoulder-ditch separation distance is very minimal.

A description of the problems in the area and
an explanation of why the project is needed.

CRF=Critical Rate Factor. If the number is greater than 1.0 there may be a crash problem.

IRI = Indicates smoothness of roadway. Anything over 130 is considered very rough.

V/SF = Indicative of the congestion of the roadway segment. 0.8 = very congested.

ADT = Average Daily Traffic (year of count). This represents the average number of vehicles using a given segment of roadway daily. Both directions are included

Section III – Project Description

Project Description Narrative:

Correct horizontal, vertical and width deficiencies to improve driver safety and operational efficiency on KY 111 from US 60 in Owingsville (MP 0.00) to Prickly Ash Road (MP 1.91)

Regional Goals/Objectives Addressed: The Regional Goal that is addressed is to improve

This statement is written as an open ended solution to the identified problems, allowing several different alternatives to fix the problem.

ADDENDUM

GLOSSARY OF TERMS

Access Control Codes

- 1 Full control of access
- 2 Partial control of access
- 3 No access control or access by permit

ADD – **A**rea **D**evelopment **D**istrict; one of 15 regional planning organizations covering the state; see <http://www.kycadd.org/id1.html> for more information.

Adequacy Rating - a numerical score from 0 to 100 evaluating the current condition of a roadway segment based on congestion, safety, and pavement condition. See http://www.ktc.uky.edu/Reports/KTC_02_30_SPR_256_01_1F.pdf

ADHS – **A**ppalachian **D**evelopment **H**ighway **S**ystem; an administrative designation of a highway system in the ARC region of Kentucky

ADT – **A**verage **D**aily **T**raffic volume (sometimes referred to as AADT, **A**verage **A**nnual **D**aily **T**raffic)

AASHTO – **A**merican **A**ssociation of **S**tate **H**ighway and **T**ransportation **O**fficials; an organization of state Departments of Transportation. See <http://www.transportation.org>

ASTM – **A**merican **S**ociety for **T**esting and **M**aterials; one of the largest voluntary standards development organizations in the world; produces for technical standards for materials, products, systems, and services. See <http://www.astm.org>

APD – **A**ppalachian **D**evelopment **H**ighway **P**rogram; geographically targeted matching funds, at an 80/20 ratio, for eligible roads (US 460 and US 119 are the only remaining eligible corridors)

Bike – designated Kentucky Bicycle System routes. Information is available in HIS. See also <http://transportation.ky.gov/Multimodal/bicycle.asp>

BP – state bond funding (last time used was 1990 Highway **B**ond **P**rogram)

BR – Various federal **B**ridge **R**eplacement programs, including “on system” (BRO), “off system” (BRZ), and “on or off system” (BRX) which are, respectively, 65%, 15%, and 20% of the state’s total BR program. These categorical funds are matched 80/20 and are used to repair or replace bridges on state systems (BRO), local streets

and roads (BRZ), and on the Rural Secondary system (BRX) based on an analysis of bridge condition.

BTS – **Bureau of Transportation Statistics**; an agency of USDOT
See <http://www.bts.gov/>

CE – **Categorical Exclusion**; one possible result of an environmental assessment (EA). See EA below and also see the website below:
<http://www.epa.gov/ebtpages/envienvIRONMENTALIMPACTSTATEMENT.html>

CMAQ – **Congestion Mitigation and Air Quality**; a category of federal-aid highway funds that may be used only to support projects in air-quality non-attainment areas of Kentucky; such projects must demonstrate an air quality improvement as a result of their use. See the following websites -
<http://www.fhwa.dot.gov/environment/cmaqpgs/> and
http://transportation.ky.gov/Multimodal/Air_Quality.asp

Coal Haul - those routes over which coal was reported transported by truck during the previous calendar year. This database is updated in July of each year. Therefore, the previous calendar year's data will become available in July of each year. Number of tons is reported separately for each direction of travel for state maintained roads. Information is available in HIS.

Context Sensitive Design – a process through which the design of a transportation facility addresses safety, mobility, the preservation of scenic, aesthetic, historic, and environmental issues, and community values in a balanced manner to achieve design excellence. See <http://www.ktc.uky.edu/>

CIA – **Community Impact Assessment**; a process for evaluating the effects of proposed transportation projects on a community and its quality of life. The assessment should include all items of importance to people, such as mobility, safety, employment effects, relocation, isolation, and other community issues.

CRF - **Critical Crash Rate Factor** – the quotient showing the ratio of the crash rate for a roadway spot or segment divided by the critical crash rate for that roadway spot or segment based on roadway type, number of lanes, and median type. The critical rate for a roadway type is determined annually by the Kentucky Transportation Center
See http://www.ktc.uky.edu/Reports/KTC_03_28_KSP2_02_1F.pdf

Defense - This Network contains the routes and bridges to be used for defense material shipments, troop movements during a national defense emergency, and/or for evacuation of the general public from disaster areas. Information is available in HIS.

EA – **Environmental Assessment**; the general term used to describe the assessment of environmental impacts of a transportation development project. An EA may result, in increasing order of level of detailed analysis, in either (a) a CE (categorical exclusion) from formal assessment, (b) a FONSI (finding of no significant impact), or (c) the development of a formal EIS (environmental impact statement).

See <http://www.epa.gov/ebtpages/envienvIRONMENTALIMPACTSTATEMENT.html>

EIS – **Environmental Impact Statement**; one possible result of an environmental assessment (EA); see EA above and also

<http://www.epa.gov/ebtpages/envienvIRONMENTALIMPACTSTATEMENT.html>

EJ – **Environmental Justice**; a term used to encapsulate the requirements of federal Executive Order 12898 which state, in part, that “...each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations...” and hence to ensure equal environmental protection to all groups potentially impacted by a transportation development project. See <http://www.fhwa.dot.gov/environment/ej2.htm>

Extended Weight – a designated highway network over which certain vehicular weight limits are relaxed for coal haul vehicles. See the following website

<http://transportation.ky.gov/Maintenance/EXTENDED.pdf>

FONSI – **Finding of No Significant Impact**; one possible result of an environmental assessment (EA) See the following website

<http://www.epa.gov/ebtpages/envienvIRONMENTALIMPACTSTATEMENT.html>

Forest - routes that are officially recognized jointly by the U.S. Forest Service and the KYTC as Forest Highway routes. The U.S. Forest Service assigns the ‘Road Number’. Other U.S. Forest Service routes exist that are not included in this database. Information is available in HIS. Also, FH or federal forest highway funding (annual amount for Kentucky is about \$400,000) is available solely for improvements on the system.

FAF – **Freight Analysis Framework**; a federal database that integrates data from a variety of sources to estimate commodity flows and related freight transportation activity among states, regions, and major international gateways.

See http://www.ops.fhwa.dot.gov/freight/freight_analysis/faf/index.htm

Functional Class Codes – full explanation of the functional class code system may be found on the Federal Highway Administration Website :

- 1 Rural Interstate
- 2 Rural Other Principal Arterial
- 6 Rural Minor Arterial

- 7 Rural Major Collector
- 8 Rural Minor Collector
- 9 Rural Local
- 11 Urban Interstate
- 12 Urban Interstate Other Freeway or Expressway
- 14 Urban Other Principal Arterial
- 16 Urban Minor Arterial
- 17 Urban Collector
- 19 Urban Local

GIS – **Geographic Information System**; refers to databases and/or software routines that store and graphically depict electronic data

Highway Capacity Manual/Highway Capacity Software; a set of analytical tools that attempts to quantify the quality of service provided by a highway facility as perceived by the users of that facility; a common measure of that quality of service is the “Level of Service” provided, described as A through F.

HERS - FHWA's **H**ighway **E**conomic **R**equirements **S**ystem; software that evaluates the relationship between highway investment and system condition, performance, and user cost levels.

HES – Federal **H**azard **E**limination and **S**afety Program; categorical funding, matched at an 80/20 ratio, for safety projects selected from among those with benefit/cost ratios >1.0.

HIS – **H**ighway **I**nformation **S**ystem: a comprehensive database of highway inventory information maintained by, and in many cases collected by, the Division of Planning See [http://oraweb.kytc.state.ky.us/hisprod/owa/his\\$.startup](http://oraweb.kytc.state.ky.us/hisprod/owa/his$.startup) (registration required)

Horizontal Alignment Adequacy Codes

- No curve data on urban segments
- All curves meet design standards
- While some curves may not meet current design standards, all can be safely and comfortably negotiated at prevailing speed
- Infrequent curves with reduced speed necessary for safety
- Frequent curves with reduced speed necessary for safety

HOV – **H**igh **O**ccupancy **V**ehicle; a vehicle with at least a pre-defined number of occupants, generally two or more.

HPP – Federal **H**igh **P**riority **P**rogram: projects earmarked by Congress for Congressional High Priorities; funding is 80/20 match ratio.

HPMS – **H**ighway **P**erformance **M**onitoring **S**ystem A data extract, in Kentucky’s case from the HIS data base, that is submitted annually to FHWA as a part of that

agency's periodic reporting to Congress on the condition and performance of the nation's highway system.

IM – Federal **I**nterstate **M**aintenance Program; federal match monies at a 90/10 ratio dedicated to maintenance of Kentucky's interstate highways.

IRI - **I**nternational **R**oughness **I**ndex; a measure of pavement roughness. IRI values less than 100 generally indicate smooth pavements; between 100 and 150 somewhat rough pavements, and greater than 150 very rough pavements.

ITS – **I**ntelligent **T**ransportation **S**ystems – a generic description of signal systems, traffic monitoring devices, and other traffic operations projects to improve capacity and safety (or 'TOPICS' projects as they were known in the 1960's) without major capital investment in facility reconstruction. See <http://www.its.dot.gov/>

KYD – Federally Funded **K**entucky **D**emonstration Program; represents Congressional earmarks, usually at an 80/20 ratio, for projects identified through the annual federal appropriations process.

MUTCD – **M**anual of **U**niform **T**raffic **C**ontrol **D**evices; defines the standards used by road managers nationwide to install and maintain traffic control devices on all streets and highways. See <http://mutcd.fhwa.dot.gov/>

Median Type Codes

- 1 Curbed
- 2 Positive Barrier
- 3 Unprotected
- 4 None

MP - **M**ile **P**oint; used, along with county and route number, to identify location of a highway segment.

MPO – **M**etropolitan **T**ransportation **P**lanning **O**rganization; a KYTC designated, FHWA approved organization to conduct ongoing transportation planning activities in areas with population greater than 50,000 persons. See <http://transportation.ky.gov/Multimodal/metrotrans.asp> for more information.

NCHRP – **N**ational **C**ooperative **H**ighway **R**esearch **P**rogram; along with the Transit Cooperative Research Program (TCRP) and the new Airport Cooperative Research Program (ACRP), are applied, contract research programs that develop near-term, practical solutions to problems facing transportation agencies. See <http://www4.trb.org/trb/crp.nsf>

NH – **N**ational **H**ighway **S**ystem projects; federal match monies at an 80/20 ratio to support projects on Kentucky's 2889-mile portion of the National Highway System.

NN – **N**ational **T**ruck **N**etwork; those routes on the state maintained road system which have been specifically designated by KYTC and approved by FHWA for use by motor vehicles (trucks) with increased dimensions (e.g., 102 inches wide, 13'-6" high, semitrailers up to 53 feet long, trailers 28 feet long - not to exceed two (2) trailers per truck). Information is available in HIS.

NR Properties – **N**ational **R**egister (of Historic Places) Properties; an environmental concern that triggers a special analysis and/or treatment; avoidance of such properties is almost always mandatory. See <http://www.cr.nps.gov/nr/>

PLH - **P**ublic **L**ands **H**ighways Program; originally established in 1930; intent of the program is to improve access to and within the Federal lands of the nation. See <http://www.fhwa.dot.gov/discretionary/012304a3.htm>

PM 2.5 - **p**articulate **m**atter that is **2.5** micrometers or smaller in size; an air quality issue. See <http://www.epa.gov/region4/sesd/pm25/p2.htm#1>

P & N - **P**urpose and **N**eed; a brief statement of the problem a potential transportation project is to address; in later project development phases, a concise purpose and need statement is essential in establishing a basis for the development of reasonable alternatives to be evaluated in accordance with a project's EIS.

ROD – **R**ecord of **D**ecision; a formal decision published, in the federal register, of a federal agency's decision on a federally funded project on which an EIS was prepared. See 23 CFR 771.127; 40 CFR 1505.2, 40 CFR 1506, et al. An example of a ROD for a Kentucky transportation project may be found at <http://www.kyinbridges.com/pdfs/rod.pdf>

RRP – Federal **R**ailroad **P**rotection Program; federal match monies at an 80/20 ratio dedicated to installing protective devices at rail/highway crossings.

RRS - Federal **R**ailroad **S**eparation protection Program; federal match monies at an 80/20 ratio dedicated to replacing at-grade rail/highway crossings with a grade separation (overpass or underpass)

RSE – An identifier for GIS purposes consisting of County and route number.

R/W or ROW – **R**ight of **W**ay: property acquired for development of a transportation project

SC – **S**tate **C**ontingency **A**ccount; a discretionary account available to the Secretary of the Kentucky Transportation Cabinet for emergency or economic development projects.

Scenic Byway - These Routes are nominated by local support groups and designated by the Transportation Cabinet because they are deemed to have roadside or view

sheds of aesthetic, historical, cultural, natural, archaeological, and/or recreational value worthy of preservation, restoration, protection, and/or enhancement. Information is available in HIS.

SIP – **State Implementation Plan**; a plan that provides for implementation, maintenance, and enforcement of primary and secondary air quality standards. It requires the development of a comprehensive emissions inventory and it includes enforceable emission limitations and other control measures, means, or techniques as well as schedules and timetables for compliance. See <http://www.air.ky.gov/>

SP – **State Funded Projects**; monies dedicated to a 100% state-funded project development program. Funding in this program is the “balancing account” within the transportation development program, and hence is subject to cash availability; projects in this category are subject to substantial delay should cash not be available to support planned expenditures.

STP – **Federal Surface Transportation Program**; federal match monies at an 80/20 ratio that may be used as long as federal-aid eligibility criteria are met. Kentucky has historically used this category of funding for projects on arterial and major collector routes, recognizing the “farm to market” needs we have across the state. Subcategories include:

- SLO – dedicated to Louisville Metro Area
- SLX - dedicated to Lexington Metro Area
- SNK - dedicated to Northern Kentucky Metro Area

Strahnet – **Strategic Highway Network**; a designated system of public highways that provides access, continuity, and emergency transportation of personnel and equipment in times of peace and war. The 61,000-mile nationwide system, designated by the Federal Highway Administration in partnership with the Department of Defense and the state DOTs, comprises about 45,400 miles of Interstate and defense highways and 15,600 miles of other public highways. STRAHNET is complemented by about 1,700 miles of connectors—additional highway routes linking more than 200 military installations and ports to the network.

SUA – **Small Urban Area**; population centers of between 5000 and 50,000 persons. See <http://transportation.ky.gov/Multimodal/SUA.asp> for information about the Kentucky Transportation Cabinet’s small urban area transportation planning program.

SYP – (or 6YP) **Six Year Plan**: the Kentucky Transportation Cabinet’s legislatively mandated program (costs and schedule) of highway project development phases submitted biennially to the General Assembly in even numbered years. See <http://transportation.ky.gov/progmgmt/06RSYP.htm>

TE – **FHWA Transportation Enhancement Program**; a category of federal highway funds, with strict eligibility requirements, that exists to support non-traditional transportation-related projects. In Kentucky, this funding source has traditionally

supported Renaissance Kentucky and other historic preservation projects. See <http://tea21.ky.gov/>

TIP/STIP – **T**ransportation **I**mprovement **P**rogram/**S**tate **T**ransportation **I**mprovement **P**rogram – a fiscally balanced project listing that constitutes an agencies transportation project development schedule for a certain time period.

UPL – **U**nscheduled **P**rojects **L**ist (formerly **U**nscheduled **N**eeds **L**ist, or **UNL**); a list, maintained by the Division of Planning, of potential transportation projects, with project data derived from the KYTC Project Identification Form.

V/SF – **V**olume to **S**ervice **F**low ratio; a quotient showing the ratio of a facility's actual vehicular traffic volume to its theoretical maximum potential vehicular traffic volume; a ratio higher than about 0.6 indicates traffic volumes are approaching congested conditions. This is also referred to **V/C** or **V**olume to **C**apacity ratio.

PIF COMMONLY ASKED QUESTIONS / ANSWERS

Q: If a project has a phase in the Six-Year Highway Plan, do we complete a PIF for that project?

A: Projects that have had a phase scheduled in the currently approved (not a recommended or unapproved) Six-Year Highway Plan for the Design Phase or later do not need a PIF, unless otherwise requested. These projects generally have unscheduled phases that are included in the UPL. PIFs should be completed for projects that have not had a phase scheduled or started.

Q: If there is a study for a project, do we independently develop the estimate and project information?

A: If there is an existing study for a segment of roadway, utilize the information in the study to assist in developing the problem statement and project description. Do not state the recommended solution from the study. There should be sufficient information in the study final report to assist in identifying the problems without going directly to a detailed recommendation. You may also use information from the study in assisting in updating costs, termini, or other issues as long as the assumptions are documented. Make sure you identify the study in the appropriate field on the form.

Q: What if a project covers two or more counties – how do we handle all the information/data - the RSE Unique, county names and milepoints?

A: For a project which covers two or more counties:

- Type in the one county (greatest mileage or worst adequacy ratings)
- RSE Unique – Choose that portion which carries the greatest length or worst adequacy ratings.
- Milepoints - You can enter several milepoints in the milepoint field, i.e., 12.33/6.55/10.62, there is room and you can do this for beginning and ending milepoints.
- Total mileage- enter the total mileage for the entire project (check to make sure that your milepoint mileage and total mileage add up to the same total.
- In your problem statement narrative - explain that the project extends from County 1 (mp to mp), through County 2 (mp to mp) to County 3 (mp to mp). This way the reader can easily see exactly where the project goes. In this section you can also address multiple data situations, as in...Adequacy rating for Co. A, mp to mp is _____. For the section in county B, mp to mp it is _____.

In other words - use your narrative to fully explain what the idiosyncrasies of this project are and what the issues are....

Q: When meeting the PIF deadlines, which "high priorities" do we use - District, ADD, Local or State??

A: The minimum requirement for each deadline is to complete PIFs on all UPL Projects is based on the Regional priority. The "Regional" priority should always be interpreted as the ADD or MPO Transportation Committee Priority. If you want to go ahead and do all projects which received a "High" priority at the District and Local Level, while doing the Regional "High" priorities - then that's great. You're that much further ahead. But at a minimum, you should complete PIFs receiving the "High" priority at the ADD level by the designated due dates.

Q: Please explain to me the percentages on HIS for single unit traffic and combination traffic. If combination percentage is .102, is that 10% truck traffic and if that is true I don't understand the percentage for single unit when it says .052 because with the way I am reading it I would read 5 % vehicle traffic and those percentages don't make sense to me because that would leave 85% for something else.

A. First of all, when looking at the truck percentages in HIS, you must ADD:

- * Percent Single Unit Traffic
- * Percent Combination Traffic

For example if the total of the two percentages is 15.4%. The remaining percentage (84.6%) is for "other vehicles or autos" for the most part. It can include motorcycles, but it is "non-truck".

The truck percentages in HIS are broken down in two categories like this because of FHWA reporting requirements. The "Single Unit" Traffic includes single unit trucks (2 axle delivery/etc trucks) - but it does not include pickup trucks. Percent Combination Traffic includes all "trailer trucks of 3 axles or more". This truck percentage data is the NEW DATA just updated in HIS and this should be complete.

However - please note that the Traffic Maps have being updated on the planning website.

Q: In looking up the truck percentages in the traffic counts in HIS, I've found that some segments do not have a truck count at all? Why is this?

A: Apparently this will not be an unusual situation. Through this massive effort to more accurately reflect truck percentages, they (hwy district personnel and our staff) have gone through all the HIS sections and "associated" a classification count station (location) with each section. By this, we mean they have found a similar section of that roadway segment where it is reasonable to assume (knowing the roadway) that the truck

percentages would be very similar. However in some cases, the traffic count station which they "associated" with that HIS segment may not have ever had an actual classification count done on it...or it may be a totally "new" traffic count station.

So, in the next three years, classification counts WILL be done on all of these new traffic count stations. But that process will take 3 years to complete. So - if you find no truck percentages, you will have to look at the roadway and make an educated "guesstimate" or average.....or perhaps note the percentage of an adjacent segment, if applicable. If you do this you should probably note this in your narrative...

Q: Are we supposed to complete updated PIFs for all interstate projects? In the past we have continually given these projects a "high" priority and have excluded some of them (Interstate 66) from the final monetary calculations. Granted, some are scheduled for design or subsequent phases in the Six-Year Plan and will not require an updated PIF – but what about the other interstate segments?

A: Yes - unless (as you mentioned) the project has a phase already scheduled in the Six-Year Plan for a design or later phase. Our reason being - we are wanting to collect data on all UPL projects that we can - both for prioritization and for any "project scoring system" which the Cabinet may elect to have. And just because it is an interstate project doesn't always mean that it is a "given". Granted, it usually is a high priority because of the traffic/congestion, etc. But if the data doesn't really show a great need, then it might not be a "high" priority project.... Also - remember this is our opportunity to "rewrite" the statement of problem and open the door to other alternatives - the solution may NOT be widen to 8 lanes.....as may be stated now.

Q: If we have a new or recent planning study which has sections which appear to overlap or replace existing UPL projects, should we delete or revise these projects to reflect the study segments?

A: Each situation involving a study and possible overlapping segments can be different. If this situation occurs in your ADD, first consult the Highway District Planning Staff to try to analyze the situation and make sure that you are looking at the situation thoroughly. Once you have studied the segments and have a recommendation, contact Bob Woodrum in the Division of Planning and explain the situation to see if Bob concurs. Bob receives copies of all planning studies and reconciles UPL projects as needed. So consult the District Office and Central Office, then together you can determine if adjustments in the existing UPL project must be made or if a project should be deleted or rewritten in some manner.

Q: On the PIF we would list the data and then describe unusual situation in the "Problem Statement" area. However, when dealing with a project which is an intersection, there are often lots of problems on both routes. Should we change the

project control number to reflect the more serious side of the intersection? How should we handle intersection problems like this on PIFs where numbers are worse for one route than the other? I know the logical answer would be to put the other route information in the problem statement but we are limited with how much info can go in that box and if we fill it up with data info there might not be enough space to provide more of an explanation. What would be your suggestion for this - because this could be a frequent occurrence and we should be consistent in how it is handled - right?

A: If you need more room, don't hesitate to add additional sheets to the PIF to provide explanation or data. In the attachments area indicate "Other" and then add whatever you feel you need to add.

Sometimes the data may not do a good job of explaining the problem, and you have to provide much more info in order to show the issues.

On the control number issue, we are reluctant to start changing control nos. at this point but will do so if needed. Most of the time we try to list the route at intersections with the higher state and functional systems. However in some cases, both routes are major collectors. We see no problem in showing the HIS data for one route then insert a note in Problem Statement that the HIS data applies to that particular route. Then additional HIS data can be included in the Problem Statement for the second route.